

**Birmingham Swifts Running Club  
Committee Meeting Minutes February 2016  
Tuesday 5th April 2016, 19:00-21:00hrs,  
Meeting held: Birmingham LGBT Centre.**

Chair: Tommy Hill (TH)  
Secretary: Jay Lamb (JL)  
Treasurer: Tom Garlick (TG)  
Social & Welfare Secretary: Chris Pratt (CP)  
Race Secretary: Neessah Khan (NK)  
Promotional Secretary: Alex Ainley (AA)

1. No Apologies received. Meeting started promptly.
2. Minutes of last meeting proposed by CP, Seconded by TH. Confirmed as a true record.
3. Chair's Update.

Since the last committee meeting, I have chaired the club's AGM, which included: the election for committee positions, motions, an agreement for an affiliation fee for those that wish to have additional benefits from the club, results of the membership survey and our awards. Thank you to Jay and the rest of the committee for their help in organising this.

I have also organised the subsequent election for the promotions secretary, which had 30 votes (all of which were valid). All three manifestos held promise and showed the candidates had put thought into why they should be elected. Congratulations to Alex. I also arranged a meeting between the outgoing and incoming race secretaries so that there is a smooth a changeover between the two as possible.

We had interest from Neessah, Blaine, Jad and Chris B regarding being a run leader, and Blaine & Jad will be doing the Leadership in Running Fitness course on Saturday 16 April to enable them to do this. I have sorted the leader rota for April, and am organising a leaders/coach meeting so we can exchange feedback, challenges and ideas regarding the runs themselves.

I have liaised with Penny Barber regarding Pride In Sport, and we have 2 hours on the Astro as per last year for our relays session. I also appeared on the panel for the Activate workshops and seminars as an LGBT club lead, and picked up information regarding working with the Trans community and applying for Sport England's Small Grants Fund.

I've continued to respond to queries regarding the club from potential members, and have also created a basic guide for accepting new requests on Facebook and adding a welcome.  
TH

#### 4. Club Secretary update.

As of 30/03/2016:

- Membership: 74 members on database (+12 ) of which Affiliated members: 9.
- Mailing List = 146 recipients (-2 +15).
- Whatsapp = 31 participants (+/-).
- Facebook = 148 members (+14).
- Twitter = 368 followers (+26). Following 328 (+19). 1407 tweets (+86)

Actions:

- Minutes from previous meeting.
- Agenda planning.
- Organisation of AGM + voting.
- Organisation of Promotions Sec nominations & voting.
- Info re: EA Affiliation process info to members.
- Attended Coventry & Ironbridge Half marathons and parkrun Starting Our graduation.
- Recruiting via social media.
- Run leading as per rota / negotiation / Sickness.
- Discussed with TG re: Affiliation - need to meet asap.
- Whatsapp discussions ongoing.

JL

Discussed 1x member who has removed himself from mailing list and not responded to emails. Agreed to be removed from members list. **Action JL.**

Have not received minutes from AGM. TH has access to these and will review and forward. **Action TH.**

#### 5. Treasurer's Update.

##### 1. Funds

- Bank balance stands at £3074 on meeting date
- (For breakdown, see treasurers report in Dropbox - unable to add to minutes.)
- EZY Fundraising – push this
- Additional £400 likely from BLGBT in Summer / Autumn.

##### 2. Researched IPR

- Register via WIPO (World Intellectual Property Organisation)
- Protection of colour and logo circa - £1.8k for EU members
- Register via IPO (Intellectual Property Office)
- Protection of colour and logo circa - £170 (£200 if IPO check compliance for us), plus £50 per class
- Lasts 10 years
- Organised into 'classes' – class 5
- Class 25 – clothing, footwear, headgear
- Class 41 - Education; providing of training; entertainment; sporting and cultural activities
- Your trade mark must be unique. It can include:
  - words, sounds, logos, colours or a combination of any of these
- Your trade mark can't:
  - be offensive, eg contain swear words or pornographic images
  - describe the goods or services it will relate to, eg the word 'cotton' can't be a trade mark for a cotton textile company
  - be misleading, eg use the word 'organic' for goods that aren't organic
  - be a 3-dimensional shape associated with your trade mark, eg use the shape of an egg for eggs
  - be too common and non-distinctive, eg be a simple statement like 'we lead the way'
  - look too similar to state symbols like flags or hallmarks, based on World Intellectual Property Organization guidelines

##### 3. TMB organisation

4. Organised to meet JML for accreditation payment process

5. Requested variation of authority form for new committee

TG

#### 6. Social & Welfare Secretary's Update.

- Participated in and presented committee review at AGM.
- Designed and ordered Social Polo tops.
- Beginning liaison with Pride committee for Swifts' involvement in the parade
- Initial design work on Social Hoodies.
- Managed relationship with Andy at the Fox.
- Assisted with Social Media management.

CP

#### 7. Race Secretary's Update.

We've had successful races:

Ironbridge Half Marathon – Telford - March 13<sup>th</sup>.

A Race report was written by Dean H and posted onto the webpage. It was attended by 7 runners including a new member Andrew.

Up coming Races:

April Sunday 17<sup>th</sup>– Regency 10K

Newbold Terrace East, Royal Leamington Spa, Warwickshire, C32 4EZ - Entry £13

Advertised on FB – 7 members entering so far on FB

May 1st Birmingham 10k (see item 15.)

April 9th Pride in Sport (see item 14.)

May 21st Cannon Hill Park Run – We have 5 posts still to fill. Will email this list to Geoff – the Park run volunteer organiser on 22nd April. He will find people to fill the remaining role. I've asked informally as to what members want the day to look like – people have requested/questioned whether we'll have a flag (See item 10.).  
NK

Future target races proposed:

June 12<sup>th</sup> 5k/10k Aldridge and/or June 26<sup>th</sup> 5k/10k Withnall & Hollywood.

(Committee agreed to focus on June 12<sup>th</sup> Race)

July 2<sup>nd</sup> BBCHM (Wolverhampton-Birmingham) / July 3<sup>rd</sup> Black Country 10k (Halesowen)

August 28<sup>th</sup> Atherstone Badgers 10k.

Events to be created on Facebook for agreed races. **Action NK.**

8. Promotional Secretary initial thoughts.

Requested access to Facebook / Twitter / Website / Dropbox / Whatsapp – **Action TH.**

Requested details of Promotions budget. To be provided by Treasurer. **Action TG.**

Discussed having stand at Birmingham Pride. There are no 'community' stands and all stands must be paid for and staffed. We do not have a budget for this and cannot guarantee having members available to staff this for this year's event.

9. AGM feedback.

Committee generally felt that the AGM ran smoothly. It was noted that some members did not have time to air all their views on motions but due to time constraints imposed vs free use of venue, this was accepted in part as inevitable.

10. Social Top / Sail flag orders update.

Twenty social tops ordered after some difficulties with initial supplier. Thank you CP for sorting this.

Due for delivery over coming week. Sail flag, pole, stand and carry bag ordered, costing £103.

Budget in place for this. Due for delivery over coming week so will be available for future events.

11. EA Affiliations update.

JL requested that all committee members continue to promote affiliation. To ensure members understand this is a simple process: pay £20 to Birmingham Swifts account and complete new membership form to ensure up to date details.

Some members have reported difficulties with accessing Dropbox or filling in editable PDF form. Paper copies should always be available at Thursday and where possible Saturday runs. Online version to be added to the website. **Action AA.**

Discussed information to be added to membership form:

*"We may use images taken at races and other related group events on our website and social media or promotion material. If you do not wish your image to be used in this way, please indicate this [ ]"*

*"Additional copies of the membership form can be accessed through our Dropbox link, Website and via email from a committee member. Paper copies will be available most Thursday evenings."*

**Action JL.**

12. Swifts mailing address.

We have previously used a members personal PO Box as our mailing address. Need to clarify with the member that they are happy for us to continue to do so. **Action JL.**

13. Jo Swift clarification.

Jo Swift was originally set up as an account for committee to use to access Facebook where they did not want to use their own account, such as when creating an event that they would not be attending. Subsequently, this was utilized by the previous race Secretary who did not have their own Facebook account. All current committee members have a personal Facebook account.

It was felt that now we have clarified that events will be created by an attending member, rather than events being created by a designated Race/Social Secretary, we no longer need a generic "committee" account. Also, members have become used to associating Jo Swift with the previous race secretary. It was therefore agreed that Jo Swift would be retired unless required again in the future.

14. Pride in Sport plan.

We have a allocated time slot of 12-2pm for our relays around the pitch as last year. Batons to be provided by UoB via PB. TH, JL & CP available to assist with relays. To continue to promote this as a non-Swifts event to members. Membership forms to be available on the day. **Action TH, JL & CP.**

15. Birmingham 10k Plan.

Aiming for 25 runners as per Annual Objectives. Hope to be able to use the Club&Spa for changing pre-post race and the Fox for a post-race social. To discuss with venues and confirm. Andy at the Fox has already indicated his intention to support this. **Action CP.**

To try and assist Swifts on the day, it was agreed we would put together a timeline of where people should meet and when. **Action NK.**

We will promote a theme of the "80's Swift" though encourage members to wear Swifts running top and not cover this. **Action ALL.**

Facebook event to be created for this race to encourage participation and disseminate information. **Action NK.**

16. parkrun takeover plan (pre-pride).

We have had a great response from members wishing to be involved and only five roles remain to be filled, ongoing promotion with members for this. Agreed that members may be more comfortable doubling up on roles and should not be turned down if volunteering.

Require contingency should anyone not make it on the day, list to be added to Dropbox of those who have signed up and plan should they not be available on the day. **Action NK.**

Would benefit from a photographer to capture images of volunteers as well as runners and several members have done this for us previously. **Action NK.**

17. Birmingham Pride plan (See Objectives).

We are aiming to repeat last years success in the same format with a place in the parade as a unfunded group as we have no regular income. (£50 cost to 'funded' groups). Our objective is to have 30 members at the pride parade. Swift running tops will be available to loan by all attendees. Stickers will be ordered. Flag/s carried.

We will aim for a post-parade meal at a City Centre venue but as previously, we will not be looking to organize an evening Social event in the Village. **Action/s CP.**

18. Role remits / constitution appendices.

The amended roles were circulated for committee review & approval. Committee voted 6 for 0 against accepting these. Constitution to be amended accordingly. **Action JL.** Amended constitution to be made available on the website. **Action AA.**

19. Swifts Thursday night phone.

Suggested that a cheap pay as you go phone may be useful for communication on a Thursday evening / Sunday morning. Leaders are expected to have a phone for emergency use but a point of contact for new members, etc may be helpful. Need to analyse cost vs pros/cons of this to present at next meeting. **Action JL.**

20. Touch my Brum Update.

TG has been liaising with Martin F from Birmingham Bulls who is organising this event. Will encourage participants to attend training sessions prior to the event. **Action TG.**

21. Update/Progress on SWOT & Objectives:

- I. Increase membership to 50 people by the 2016 AGM - **Achieved.**
- II. Affiliate to England Athletics by October 2015 - **Achieved.**
- III. Create a running calendar by July/August committee meeting (including races, training plans and Starting Out) – **Achieved / Ongoing.**
- IV. Increase attendance at Birmingham Pride to 30 people for 2016 parade. (See item 17.)
- V. Deliver a second weekday (technical) session by March 2016: TH commenced coaching course Feb 2016. Revised plan - aim to trial in June 2016. **Action TH.**
- VI. Increase attendance for Great Birmingham series:  
15 people for half marathon 2015 – **Achieved.**  
25 people for 10k 2016 – (See item 15.)
- VII. Agree a social base for the club by end of August 2015 - **Achieved.**
- VIII. Have eleven or more people attend each social event in 2015 – **Achieved / Ongoing.**
- IX. Attend four different parkrun per year as a club, and to volunteer as a club once per year - Dates agreed – to be added to Dates for Diary. **Action JL.**
- X. Hold an event celebrating achievements of the club by the 2016 AGM - Held at The Fox 04/03/2016 post-AGM – **Achieved.**

22. AOB:

- Invoices submitted by TH. **Action TG.**
- Newsletter draft circulated for committee review. Aim is to send out this week. Comments to TH please within 24hrs of meeting. **Action All.**
- Easyfundraising has raised over £56 so far. This is an easy method of raising non-ringfenced club funds. Committee to promote this amongst members and their families / friends. **Action All.**
- We have funding in place for equipment / courses / items of use to the club. We need ideas for what we may wish to purchase to enhance our aims and objectives. Additionally, this will help us put forward bids for additional funding. Please continue to add ideas to Dropbox. **Action All.**
- Instructions for internet banking to be circulated to committee members. **Action TG.**
- The Whatsapp group was discussed as this has recently been seen as quite adult in content and has been repeatedly used as a means of communicating with members in favour of Facebook or Website. It was agreed that we need to make clearer definition of

this as a “unofficial chat” group and not an official communication means. However, committee members still need to be present to ‘police’ this if we are maintaining the chat and offering it to new members.

Plan to re-name as “Unofficial SwiftsChat” or similar and guidelines on use of Whatsapp to be produced & shared on Facebook / Website. **Action CP.**

- We have funding in place for batons & cones from Activate and will source cheapest option to purchase. **Action TG.** As we will not have these for Pride in Sport, we have requested they are made available to us by PB / UoB.
- Social Events and Races to be added to calendar on website. **Action CP/NK.**
- Discussed purchase / loan of whistles and clappers for parkrun takeover. It was felt that we could make enough noise and encouragement as a group without these at this event but that we may wish to put together a “supporters kit” for future races to encourage our supporters. The Fox may have access to such items from Brewery promotions. Items to be sourced free of charge where possible and supporters pack put together. **Action AA/NK**

Noted also that Supporters can become members and do not need to be runners. Committee members to continue to promote membership to non-runners. **Action All.**

- CP has been investigating hoodies and has gauged member preference on over-head vs zip up options. Plan to have dark blue hoodie with small embroidered swift on left breast. Discussed adding member names to back of hoodie but determined we would prefer “Birmingham Swifts” on the back and members chosen name or “#SwiftsAhoy” on right breast. Need to request sample of embroidery and/or hoodie. Aim to be available by Birmingham Pride but aware that this may be ambitious timeframe. Expected to cost around £23 / unit and will sell with small markup for club funds.. **Action CP.**
- Thank you cards to be sent out to our supporters over the past year: David G (promotions), Tom H (website), PB (Activate), The Fox & Club&Spa. **Action TG.**
- Swift charity pin badges discussed previously still under investigation. To liaise with Aaron and investigate further. **Action TH.**
- Clarification that the new committee role is “Promotional Secretary” not “Promotions Secretary”. Necessary documents to be amended. **Action JL.**
- Discussion around what constitutes a Swifts Social Event took place. It was felt that these should promote our aims and objectives, remain at a reduced cost with alternate / cheap options available. It has not always been clear what to promote as a social event ie: events being promoted by members not specific to running or just socials related to a Swifts running event? It was agreed that guidelines would be drawn up by next meeting to clarify this. **Action CP.**

Dates for diary:

- Pride in Sport – Apr 9<sup>th</sup> 2016.
- parkrun Brueton 16<sup>th</sup> April 2016 09:00hrs
- Regency (Leamington) 10k target race – April 17<sup>th</sup> 2016.
- Great Birmingham 10k – May 1<sup>st</sup> 2016
- parkrun Takeover Cannon Hill 21<sup>st</sup> May 2016 08:00hrs
- Birmingham Pride – May 28<sup>th</sup> & 29<sup>th</sup> 2016
- parkrun Arrow Valley 4<sup>th</sup> June 2016 09:00hrs

- Touch My Brum 9<sup>th</sup> July 2016.
- parkrun Perry Hall 20<sup>th</sup> August 2016 09:00hrs
- Great Birmingham Run Half Marathon – Oct 16<sup>th</sup> 2016

23. Date and time of next meeting:

**Monday 9<sup>th</sup> May 2016, 19:00hrs** – Venue TBC. **Action JL.**